

~~SECRET~~

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110105-9

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OF-170	
1. TITLE OF REPORT (If a fill-in report include Form No.) Account No. 1421, Advances for Subsidy Projects						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)			
		LOGISTICS	SECURITY				
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 14		
7. FORMAT (memorandum, form computer print-out, etc.) Machine Listing		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO Job: 212, Prog: A-5-N			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
10. PREPARING COMPONENT (include lowest level contributing information to report) Accounts		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	=	COST PER YEAR	
Pro rata share of review, analysis and distribution time.						\$ 104.84	
B. COSTS OF COMPUTER PRODUCED REPORTS							
15 pages x 4 cys. = 60 pages x 3¢ = \$1.80 x 12 times =						\$ 21.60	
TOTAL COSTS PER YEAR						XXXXXX \$ 126.44	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT RETAIN AS IS <input type="checkbox"/> OTHER (explain) CHANGE DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS	DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
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